

**MIDDLE TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**AUDIT AND COMPLIANCE COMMITTEE
MINUTES**

The Audit and Compliance Committee met on Tuesday, November 10, 2020 in the MEC Meeting Room in the Miller Education Center at Middle Tennessee State University.

Call to Order and Opening Remarks

Committee Chair Pete DeLay called the meeting to order at 11:53 a.m. and welcomed everyone in attendance.

Roll Call

The following Committee members were in attendance: Trustees Tom Boyd, Pete DeLay, Mary Martin, Steve Smith, and Pam Wright. Trustee Christine Karbowskiak participated electronically and, pursuant to T.C.A. § 8-44-108(c)(3), she confirmed that she could hear clearly and no one was present in the room with her. A quorum was declared present. Also present were Trustees J.B. Baker, Darrell Freeman Sr., Joey Jacobs, and Delanie McDonald. President Sidney A. McPhee; Alan Thomas, Vice President for Business and Finance; Mark Byrnes, University Provost; Joe Bales, Vice President for University Advancement; Andrew Oppmann, Vice President for Marketing and Communications; Bruce Petryshak, Vice President for Information Technology and Chief Information Officer; Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; Brenda Burkhart, Chief Audit Executive; Heidi Zimmerman, University Counsel and Board Secretary; and, Kim Edgar, Assistant to the President and Chief of Staff were also in attendance.

Approval of Minutes - Action

The first agenda item was approval of the minutes from the August 18, 2020 Audit and Compliance Committee meeting. Trustee Boyd moved to approve the minutes from the August 18, 2020 meeting and Trustee Wright seconded the motion. A roll call vote was taken and, with

all Committee members voting “Aye,” the motion to approve the minutes from the August 18, 2020 meeting of the Audit and Compliance Committee carried.

Results of External Reviews - Information

Ms. Burkhart presented the results of one external review. In September, the Office of Criminal Justice Programs of the Tennessee Department of Finance and Administration completed an on-site monitoring review of the Victims of Crime Act (VOCA) Contract for the fiscal year ending June 30, 2020. There were no findings of noncompliance.

Quarterly Report – Results of Internal Audit Reports – Information

Ms. Burkhart presented the results of two internal audit reports issued since the August 18, 2020 report of audit results to the Audit and Compliance Committee. 1) The Audit of Inventories for Fiscal Year Ended June 30, 2020 concluded that inventory counts were accurate and in compliance with the procedures. There were no reportable issues. 2) The Review of the Use of the MTSU Mobile Production Lab for the Period July 1, 2018 to June 30, 2020 concluded the risk of personal use was minimal and the procedures for managing the asset were adequate. This report contained no findings or recommendations; however, one observation was included in the report. This observation, regarding an emergency communication risk that no employee other than the employees on the production site knew the names of the production crew members, was quickly mitigated by management.

The current status of the Internal Audit Plan for Fiscal Year Ended June 30, 2021 was included for the Committee’s review.

Non-Public Executive Session

The Committee adjourned the public session at 11:58 a.m. and entered non-public executive session at 12:00 p.m. to discuss audits and investigations. The non-public executive session adjourned at 12:28 p.m.

Respectfully submitted,
Audit and Compliance Committee